

STREET TREE PLANTING APPLICATION

(FOR TREES IN RIGHT-OF-WAY)

Street trees help improve the appearance of properties and neighborhoods. You are commended for your decision to plant a tree. The following information will help you and assist us in approving your application.

General Guidelines:

1. Your application must be approved before planting.
2. Property owner can obtain application information from the Department of Community Development and complete the following:
 - a. Choose size and approved species/variety from the list of approved trees in the Street Tree Planting guidelines (attached).
 - b. Stake proposed location of tree.
 - c. Contact Miss DIG (1-800-482-7171) to identify the location of utilities.
 - d. Fill in "To Be Completed by Applicant" section on this application and return to the Department of Community Development.
3. Upon receipt by the Department of Community Development of the completed Street Tree Planting Application, an inspection will be made by a Department of Parks, Recreation and Public Services representative. The inspection will be completed within 5 working days. Upon complying with city ordinance requirements, a permit will be issued by the Department of Community Development and mailed to you.
4. Following issuance of a permit, the holder of the Street Tree Planting Permit shall:
 - a. Properly plant tree(s) – see the Street Tree Planting Guidelines – within 35 days of permit issuance. After this time, the permit will be void.
 - b. Agree to care for and regularly water tree(s) for two years.

Size: 1 ½ inch caliper preferred, 1 inch caliper minimum (caliper is diameter of trunk six inches above top of root ball).

Minimum curb lawn area required: Four feet (distance between curb and sidewalk) depending on species.

Minimum spacing: 20-45 feet between trees, depending on species.

| TO BE COMPLETED BY APPLICANT | TO BE COMPLETED BY DEPARTMENT OF PARKS RECREATION AND PUBLIC SERVICES |
|--|--|
| Applicant (owner) Name _____ | Utilities Staked _____ Species/Variety Approved _____ |
| Property Address _____ | Sewer/Water Leads Checked _____ Size Approved _____ |
| Tree Species/variety _____ | Location Approved (if contact with applicant required, briefly explain) _____ |
| Size of Tree _____ Date of Miss DIG staking _____ | Inspection Made by (print) _____ |
| Approximate Location (brief) _____ | _____ Signature _____ Date _____ |
| Having signed below, I agree to properly plant tree identified above and will water and care for tree as required for two years. | Date Permit Authorized _____ |
| _____ Applicant Signature _____ Date _____ | Permit Issued By _____ Date _____ |

S:\2012-2013 Department Files\2012 Forms\2013 Forms\2013 Street Tree Planting Application.doc